



Position Title:	Department Chairperson	Job Code:	0162CT
Reports To:	School Director, Education	Job Group:	PEC
Department:	Early Childhood Education	Salary Grade:	18
Prepared By/Date:	Jennifer Brito/6-9-2009	FLSA Status:	Exempt
Approved By/Date:	Susan Neimand/9-8-2010		
Revised:	Jennifer Brito/9-20-2010		

Summary:

The Chair of Early Childhood Education Program is one of two Chairs that report to the Director of the School of Education (SOE). The Chair provides College-wide academic leadership for the School of Education's Early Childhood Education programs, ensures that curriculum and instruction meet the highest standards established by the State, Federal, and accrediting bodies, and that the delivery of a high-quality Early Childhood Development Program meets the standards of the National Association for the Education of Young Children.

Essential Duties and Responsibilities:

- Supervises and evaluates faculty and full-time and part-time personnel
- Schedules classes at all campuses
- Develops and implements curricula
- Maintains data to support systematic program evaluation
- Assures student advisement
- Teaches at least one ECE course annually
- Articulates with Early Childhood Education full-time and part-time faculty on curriculum and instruction matters and ensures ongoing professional development of staff
- Develops and maintains relations with community based agencies and organizations that serve early childhood populations including Miami Dade County Public School (M-DCPS)
- Supervises the Director of the SOE Pre-School Laboratory located at North campus
- Provides support and advice in the faculty collective bargaining process, and assures adherence to relevant areas of any collective bargaining agreement
- Resolves issues and problems that may arise with faculty, staff, and students
- Ensures high quality field placement and internship opportunities for Early Childhood Education students
- Manages budgets and program resources
- Secures additional resources to support the programs through grant-writing, partnerships, contributions, and sponsorships
- Serves on program, campus, and College-wide committees
- Participates in the development and implementation of College policies, procedures, and guidelines
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and understanding of a wide range of instructional systems development, training methods, techniques, and formats.
- Knowledge of the requirements of accreditation agencies.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.

- Skill in budget preparation and management.
- Skill in computer applications.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in Early Childhood Education or a Master's Degree in a related field with eighteen (18) graduate credits in Early Childhood Education
- A minimum of five (5) years' work experience in early childhood management of which at least three (3) years of experience teaching college-level courses and supervisory experience
- Must have knowledge of the requirements of accreditation agencies
- Must be able to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name